

**Rainier Cemetery District  
Regular Meeting Agenda  
March 11, 2026 at 5:00 p.m.**

**24952 Alston Rd  
Rainier, OR 97048**

**Present:** Kim, Jen, Shalana, Carolyn

**Absent:** Amy

**Visitors:** Richard Brown, Bob Hackenberg, Teresa DeBois

**I. Preliminary Matters**

- A. Call meeting to order at 5:10pm
- B. Pledge of Allegiance
- B. Welcome Statement;

Welcome to our March 11, 2026 Regular Board meeting of the Rainier Cemetery District. Citizen comments are welcomed, but out of respect for all they shall be limited to three minutes per person.

**C. Approve agenda**

<b>Motion:</b>	I move to approve the agenda with the correction to add accurate bills and tabling Feb 26, 2026 Special Meeting Minutes			
	Motion	Second	Aye	Nay
Kim O'Brien		X	X	
Jennifer Nelson			X	
Shalana Clark	X		X	
<b>Discussion:</b>				
Notes: Motion Carries 3-0				

**II. Appointment of Board Member**

<b>Motion:</b>	I move to approve the appoint Carolyn Samples to the Rainier Cemetery Board, Position 5			
	Motion	Second	Aye	Nay
Kim O'Brien		X	X	
Jennifer Nelson	X		X	
Shalana Clark			X	
<b>Discussion:</b>				
Notes: Motion Carries 3-0				

Jennifer Nelson, board chair swore in Carolyn Samples to finish out the position 5 board member position.

**III. Consent Agenda**

- A. February 4, 2026 Regular Meeting Minutes
- B. February 13, 2026 Special Meeting Minutes
- C. February 13, 2026 Executive Session Minutes
- ~~D. February 26, 2026 Special Meeting Minutes~~

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<b>Motion:</b>	I move to approve the consent agenda with the removal of D. Feb 26, 26 Special meeting minutes			
	Motion	Second	Aye	Nay
Kim O'Brien	X		X	
Jennifer Nelson		X	X	
Shalana Clark			X	
Carolyn Samples			X	
<b>Discussion:</b>				
Notes: Motion Carries 4-0				

**IV. Public Comment**

Bob: Richard, didn't you have something you wanted to say?

Richard: Meetings are not being posted right.

Board: They are online, Shalana showed the audience where to find them.

Bob: Inheritance did it get figured out?

Jen: we were approved for \$60,000

Bob: Chain Bridle? Is Matt moved the concrete vault, we can use it for a burial, these vaults have been here since before

Rocks - Donated were bought not donated and they could be used elsewhere.

Treasurer? Who, LGIP? Do you know now? Waiting on Hurliman, they are not getting back to us.

Bills: why past due, you pay them? YES, Jim resigned before he paid bills

Budget committee is old, 3 yrs. You haven't told anyone about meetings.

Board: We haven't even finished the budget to hold a meeting. We will notify members when ready. We haven't seen documents with budget members and we asked the old board to sit down and do a passing of the torch and they refused.

**V. Reports, Information, and Discussion Items**

A. Treasurer Report - Will Appoint a new Treasurer

B. Sexton/Maintenance Report:

C. Office Report : 3 open & close, 3 urns

**VI. Bills**

A. Columbia County Elections \$8959.13

B. SDIS Insurance \$7912.00

C. Rainier True Value \$5.99

D. Clatskanie Builder's Supply \$39.57

E. Napa Auto \$18.99

<b>Motion:</b>	I move to approve paying of the Bills as Listed			
	Motion	Second	Aye	Nay
Kim O'Brien			X	

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Jennifer Nelson		X	X	
Shalana Clark	X		X	
Carolyn Samples			X	
<b>Discussion:</b> Will need to transfer from LGIP				
Notes: Motion Carries 4-0				

**VII. Old Business & Possible Action Items**

- A. Pet Polyliners - Amy to get with Matt, pending
- B. Facebook- Shalana changing to a business page-work in progress
- C. Columbaria Update: Check written & Ordered, pending
- D. Murray Hill Water Issue: Water is off Pending
- E. Financial Audits, In pending 3 years behind
- F. Business Cards, info for community: Vista Print account created and shared with board - Pending
- G. Quickbooks/Hurliman, pending
- H. Broken head stone from Falling trees, Maplewood, Jen will update
- I. Copier/Printer, Old one in shop, 2nd yr Matt was here, it was RTO, it was donated to the Clatskanie Police Department and they never, lets dig in and check out and see if we can use or was it truly donated.
- J. Seasonal Landscape Help, Kim express employment, to hire \$27.93 an hr includes all taxes etc... Kim will check with Cardinal would need jo, no one unsupervised under age of 18

Add Pending section to Agenda, place after New business

**VIII. New Business & Possible Action Items**

- A. Well Agreement: Jen will talk to Lucas about an easement violation.

<b>Motion:</b>	I move to approve Jen to talk to Lucas about the well agreement and the violation of the easement			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson		X	X	
Shalana Clark	X		X	
Carolyn Samples			X	
<b>Discussion:</b>				
Notes: Motion Carries 4-0				

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**B. Poly Liner Purchase:** We are down to 17. Not sure how long it will take

<b>Motion:</b>	I move to approve 30 poly liners or a max of \$18,00 for the next time the company is up this way. PolyGuard Tow?			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson		X	X	
Shalana Clark	X		X	
Carolyn Samples			X	
<b>Discussion:</b>				
Notes: Motion Carries 4-0				

**C. Employee Handbook - Leave Requests,** examples handed out to look at

**D. Officer Elections**

a. Chair Nominations

i. Jen Nelson, nominated by Shalana

<b>Motion:</b>	All in Favor of Jen Nelson for Chair			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson			Abstain	
Shalana Clark			X	
Carolyn Samples			X	
<b>Discussion:</b>				
Notes: Motion Carries 3-0				

b. Vice-Chair Nominations

i. Carolyn Samples, nominated by Kim

<b>Motion:</b>	All in Favor of Carolyn Samples for Vice-Chair				
		Motion	Second	Aye	Nay
Kim O'Brien				X	
Jennifer Nelson				X	
Shalana Clark				X	
Carolyn Samples				X	
<b>Discussion:</b>					
Notes: Motion Carries 4-0					

c. Secretary Nominations

i. Shalana Clark, nominated by Kim

<b>Motion:</b>	All in Favor of Shalana Clark for Secretary			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson			X	

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Shalana Clark			Abstain	
Carolyn Samples			X	
<b>Discussion:</b>				
Notes: Motion Carries 3-0				

d. Treasurer Nominations

i. Kim O'Brien, nominated by Jen Nelson

<b>Motion:</b>	All in Favor of Kim O'Brien for Treasurer			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson			X	
Shalana Clark			X	
Carolyn Samples			X	
<b>Discussion:</b>				
Notes: Motion Carries 4-0				

e. Sergeant of Arms Nominations

i. Amy Lewno, nominated by Kim

<b>Motion:</b>	All in Favor of Amy Lewno for Sergeant of Arms			
	Motion	Second	Aye	Nay
Kim O'Brien			X	
Jennifer Nelson			X	
Shalana Clark			X	
Carolyn Samples			X	
<b>Discussion:</b>				
Notes: Motion Carries 4-0				

**IX. Future Agenda Items**

- A. Policies/By-Laws
- B. Updated Rules and Regulations
- C. Job Descriptions
- D. Volunteer Handbook add no digging
- E. Flat Headstones in one row, raised in the next
- F. Current Building and Loan
- G. Budget Calendar & Committee

**X. Executive Session**

- A. ORS 192.660(2)(f)

To consider information or records that are exempt by law from public inspection

<b>Motion:</b>	I move to table the Executive Session			
	Motion	Second	Aye	Nay
Kim O'Brien	X		X	
Jennifer Nelson		X	X	

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Shalana Clark			X	
Carolyn Samples			X	
<b>Discussion:</b>				
Notes: Motion Carries 4-0				

**XI. Board Comments**

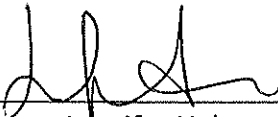
None

**XII. Next Meetings**

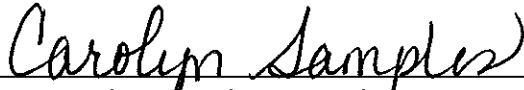
Regular Board Meeting

April 1, 2026

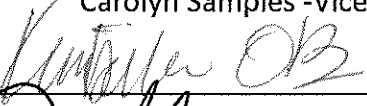
**XIII. Adjournment at 6:14pm by Unanimous Consent**

  
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Jennifer Nelson - Chair

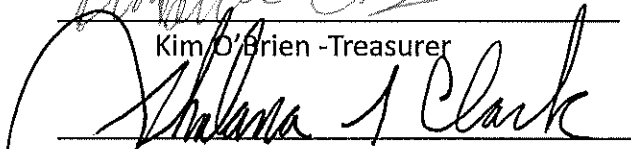
4/1/26  
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Date

  
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Carolyn Samples - Vice Chair


4/1/26  
\_\_\_\_\_  
Date

  
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Kim O'Brien - Treasurer

4/1/26  
\_\_\_\_\_  
Date

  
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Shalana Clark - Secretary

4/1/26  
\_\_\_\_\_  
Date

  
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Amy Lewno - Sgt. of Arms

4/1/26  
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Date